

SAMPLE K-12 NON-PUBLIC SCHOOL SITE VISIT SCHEDULE

Date of Visit:

Day I

Time	Team	Event/Activity	Interviewee Names	Location (Including Building and Room Number)
8:00 – 9:00 a.m.	A/B	Team Orientation	Team Members	Team Room
9:00 – 10:15 a.m.	A/B	School Overview	Names of Overview Participants:	
10:30 – 11:45 a.m.	A/B	PreK-12 Principals Interview	Name of PreK-12 Building Principals:	
11:45 – 12:30 p.m.	A/B	Lunch	Team Members	Team Room
12:30 – 1:30 p.m.	A/B	Document Review	Team Members	Team Room
1:30 – 2:30 p.m.	A	Student Interview	Names of Students:	
1:30 – 2:30 p.m.	B	PreK – 12 Instructional Support Staff Interview	Names of Instructional Support Staff:	
2:30 – 3:30 p.m.	A/B	Team Dialogue/Document Review	Team Members	Team Room
3:30 – 4:45 p.m.	A	School Board Interview	Names of School Board Members:	
3:30 – 4:45 p.m.	B	PreK-12 General Education Teachers Interview	Names of PreK-12 Teachers:	
4:45 - 5:00 p.m.	A/B	Individual Team Dialogue/Break	Team Members	Team Room
5:00 - 6:15 p.m.	A	School Advisory Committees Interview	Names of School Advisory Committee Members:	
5:00 - 6:15 p.m.	B	PreK-12 Parents/Guardians Interview	Names of PreK-12 Parents:	

Day II				
Time	Team	Event/Activity	Interviewee Names	Location (Including Building and Room Number)
8:00 – TBD	A/B	Follow Up Regarding Potential Non-Compliance Issues/Report Development	Team Members	Team Room
TBD	A/B	Share Site Visit Highlights with Administration	Team Members, Administrators	